

PRINCE GEORGE'S COUNTY GOVERNMENT
COUNTY RECORDS CENTER
RECORDS RETENTION SCHEDULE

MD # C-741

DEPT/AGY Human Relations Commission DIVISION

SUBDIVISION

ITEM NO.	DESCRIPTION	DISPOSITION	LOCATION
1.	* Retention Schedule	Retain as current until super eded; retain in the Transitory Files for one (1) year then destroy.	Administrative Office Files
2.	* Transitory Files	Retain for one (1) year then destroy	Administrative Office Files
A.	* Superceded Documents		
3.	MISSION FILES		
A.	Complaint Case Log book Contains complainant's name, respondent's name, case number, date case is opened, date case is closed, type of complaint, and how case is closed.	Retain until superseded, then destroy.	Administrative Office Files
B.	Complaint Case Files These files consist of case folders containing all the forms, correspondence, and related data being used in the administrative processing of complaints of discrimination in public accommodations, employment, housing, and financial lending. They also consist of law enforcement and community mediation files. After an equitable agreement has been reached by all parties in any particular case, or the complaint is withdrawn or terminated, the case is considered administratively closed and moved to the closed complaint case file.	Retain open cases in Human Relations Commission Office.	Administrative Office Files

SUBMITTING: William A. Welch, Sr., ED.D.

OFFICIAL Name/Title
Gregory P. Harrod, Chief

Signature/Date

[Signature] 4/28/95

Supercedes Document
Dated: 1987

REVIEWING: Admin. Svcs. Section/OCS

OFFICIAL Name/Title
Edward C. Papenfuse

Signature/Date

[Signature] 5/21/95

APPROVAL: State Archivist

OFFICIAL Name/Title

Signature/Date

Page 1 of 4

* Manadatory items on all Prince George's County Government Retention Schedules.

PRINCE GEORGE'S COUNTY GOVERNMENT
COUNTY RECORDS CENTER
RECORDS RETENTION SCHEDULE
(Continuation Sheet)

MD 1 C-741

T/AGY Human Relations Commission DIVISION		SUBDIVISION	
ITEM NO.	DESCRIPTION	DISPOSITION	LOCATION
C.	Closed Complaint Case Files		
	(1) Employment	(1) through (6) retain in	Administrative
	(2) Housing	office for two (2) years,	Office Files
	(3) Financial Lending	then forward to the Records	Records Center
	(4) Public Accommodations	Center for three (3) years,	
	(5) Community Mediation	then destroy.	
	(6) Other Areas of Discrimination		
	(7) Law Enforcement	(7) retain for two (2) years,	Administrative Office
		then forward to the Records	Files
		Center for three (3) years,	Records Center
		then transfer to Police Dept.	Police Dept., Internal
		Internal Affairs.	Affairs
4.	ADMINISTRATIVE FILES		
A.	General Correspondence & Administrative Files		
	Subject arrangement of original in- coming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other material related to the administration of the Human Relations Commission.	Screen annually, and destroy that material no longer needed for current business. Retain all other material for three (3) years, then destroy.	Administrative Office Files
		Directive, policies and other material related to the plan- ning, policy, development, and history of the Human Relations Commission retain permanently for eventual transfer to the Maryland State Archives (MSA).	
B.	Legislation Files	Retain until superseded, then destroy.	Administrative Office Files
	General federal legislation and applicable State Laws and County Policy.		
C.	Statistical Control		
	(1) Statistical Data Log	Retain for three (3) years	Administrative Office
	(2) Data Records	then forward to Records Center for three (3) years then destroy.	Files Records Center

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(Continuation Sheet)

DEPT/AGY Human Relations Commission DIVISION _____ SUBDIVISION _____

ITEM NO.	DESCRIPTION	DISPOSITION	LOCATION
D.	Monthly Commission Meeting Minutes	PERMANENT. Transfer periodically to Maryland State Archives.	Administrative Office. Transfer to MSA when no longer required in Human Relations Commission.
5.	PERSONNEL FILES		
A.	Duplicate Time Sheets	Retain for two (2) years. Then destroy.	Administrative Office Files
B.	Employee Leave Request	Retain for two (2) years. Then destroy.	Administrative Office Files
C.	Salary Schedules	Retain until superseded. Destroy superseded schedules.	Administrative Office Files
D.	Rules and Procedures	Retain until superseded. Destroy superseded information.	Administrative Office Files
E.	Personnel Requisitions	Retain for two (2) years. Then destroy.	Administrative Office Files
F.	Affirmative Action Reports	Retain for two (2) years. Then destroy.	Administrative Office Files
6.	BUDGET AND FISCAL PLANNING FILES		
A.	Fixed Assets Data	Retain until superseded. Then destroy.	Administrative Office Files
B.	Budget Worksheets/Information Guidance	Retain for two (2) years, then forward to the Records Center for three (3) years, then destroy.	Administrative Office Files
C.	Financial Reports		
	Consist of Statement of Expenditures, Encumbrances and unencumbranced Balances, Statement of Operating Budget, Compensation Detail Report, Statement of Grant Revenue, Open Requisition Lines, and Statement of Operating Budget.	Retain for five (5) years, then forward to the Records Center for five (5) years, then destroy.	Administrative Office Files Records Center

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(Continuation Sheet)DEPT/AGY Human Relations Commission DIVISION _____

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D.	Copies of invoices/bills for material or services rendered.	Retain for two (2) years, then forward to the Records Center for three (3) years, then destroy.	Administrative Office Files Records Center
E.	Payment Request	Retain for two (2) years, then forward to the Records Center for five (5) years then destroy.	Administrative Office Files Records Center
F.	Miscellaneous Budget & Fiscal Planning Information	Retain for five (5) years then forward to the Records Center for five (5) years, then destroy.	Administrative Office Files Records Center